

Message Text

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ORIGIN OPR-02

INFO OCT-01 NEA-11 ISO-00 A-01 NSCE-00 USSS-00 ICA-11
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TO AMEMBASSY TEL AVIV IMMEDIATE
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LIMITED OFFICIAL USE STATE 154165

E.O. 11652: N/A

TAGS: OVIP (MONDALE, WALTER)

SUBJECT: ADMINISTRATIVE SUPPORT REQUIREMENTS FOR VICE
PRESIDENTIAL VISIT

1. THE FOLLOWING GUIDELINES ARE PROVIDED TO FACILITATE
ADMINISTRATIVE SUPPORT FOR THE ADVANCE AND ACTUAL VISIT.

A. ALL USG PERSONNEL AND AVAILABLE RESOURCES ARE TO BE USED
IN SUPPORT OF THE VISIT.

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B. EVERY EFFORT SHOULD BE MADE TO OBTAIN VEHICLES AND
EQUIPMENT TO ADEQUATELY SUPPORT VISIT FROM USG OR HOST
GOVERNMENT SOURCES. RENTALS MUST BE KEPT TO AN ABSOLUTE
MINIMUM. BUSES SHOULD BE USED TO MOVE SUPPORT PARTY TO
AND FROM AIRPORT AND AS PRACTICAL. RENTAL VEHICLES FOR
USSS AND WHCA ARE TO BE PAID BY POST AND CHARGED TO ALLOT-
MENT 2034. OTHER RENTAL VEHICLES ARE TO BE PAID BY POST
AND CHARGED TO POST ALLOTMENT.

C. HOTEL EXPENSES:

1. POSTS SHOULD PAY HOTEL ROOM COSTS FOR VICE PRESIDENT'S STAFF (INCLUDING PRESS STAFF, BUT NOT WORKING PRESS), NSC STAFF, US SECRET SERVICE, WHCA, STATE AND MILITARY AIDES (BUT NOT AIR FORCE II CREW). ROOM COSTS FOR V.P. PRESS

STAFF, IF ANY, SHOULD BE CHARGED TO ICA ALLOTMENT. ICA POSTS SHOULD ADVISE ICA WASHINGTON OF ACTUAL COSTS FOR LATER REIMBURSEMENT. FOR OTHERS (EXCEPT USSS AND WHCA) FISCAL DATA (COPIES OF TRAVEL ORDERS) WILL BE PROVIDED BY THE STATE ADMINISTRATIVE COORDINATOR. ROOM CHARGES FOR USSS AND WHCA WILL BE CHARGED TO ALLOTMENT 2034. THESE BILLS SHOULD BE FORWARDED TO THE DEPARTMENT, OFFICE OF FINANCIAL SERVICES, ATTN: REVENUE AND RECEIPTS UNIT, UNDER COVER FS-477.

2. CONTROL ROOMS, OFFICES AND EQUIPMENT AND SUPPLIES REQUIRED ARE TO BE CHARGED TO POST ALLOTMENT, WITH EXCEPTION THAT OFFICE CHARGES FOR USSS AND WHCA ARE CHARGED TO ALLOTMENT 2034.

3. MEMBERS OF ADVANCE PARTY AND PARTY FOR ACTUAL VISIT FOR WHOM POSTS ARE PAYING BASIC ROOM COST PER ITEM C-1 LIMITED OFFICIAL USE
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ABOVE WILL BE TRAVELING ON GOVERNMENT TRAVEL ORDERS AND RECEIVING 50 PER CENT PER DIEM. HOTELS SHOULD PREPARE SEPARATE BILLS FOR ALL PERSONAL EXPENSES (I.E. MEALS, ROOM SERVICE, LAUNDRY, PHONE CALLS) WHICH WILL BE PAID BY INDIVIDUAL MEMBERS OF PARTY PRIOR TO DEPARTURE.

4. MEMBERS OF THE PRESS AND AIR FORCE II CREW WILL HANDLE ALL HOTEL COSTS ON THEIR OWN.

5. STATE WILL PAY HOTEL AND BAGGAGE GRATUITIES FOR OFFICIAL PARTY AND SUPPORT STAFF (NOT FOR PRESS AND CREW). HOWEVER, ALL REQUIREMENTS MUST BE CLEARED WITH STATE ADMINISTRATIVE COORDINATOR TRAVELING WITH PARTY.

6. NO INDIVIDUAL OTHER THAN CLARKE RODGERS, THE STATE ADMINISTRATIVE COORDINATOR ACCOMPANYING PARTY, HAS ANY AUTHORITY TO CHARGE OR OBLIGATE STATE DEPARTMENT FUNDS. HE MUST APPROVE ALL EXPENDITURES IN ADVANCE.

D. AMERICAN AND LOCAL OVERTIME, PRINTING, SUPPLIES, ETC., INCIDENT TO THE VISIT IS TO BE CHARGED TO POST ALLOTMENT.

E. ARRANGEMENTS FOR USG EMPLOYEES TDY'S TO POST DURING VISIT MUST HAVE THE APPROVAL OF THE REGIONAL BUREAU EXECUTIVE DIRECTOR AND COSTS WILL BE BORNE BY THE REQUESTING POST.

2. ACCOMMODATIONS:

A. ACCEPT RECOMMENDATION OF KING DAVID HOTEL IN JERUSALEM.
PLEASE PROCEED WITH HOTEL ARRANGEMENTS.

B. HOTEL ROOMS WILL BE REQUIRED FOR APPROXIMATELY 86 TO
92 PEOPLE THROUGHOUT THE VISIT. THESE INCLUDE A TWO-BEDROOM
SUITE FOR VICE PRESIDENT, MRS. MONDALE AND DAUGHTER;
TWENTY ROOMS FOR THE TRAVELLING PARTY; EIGHT DOUBLE ROOMS
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FOR SECRET SERVICE, AND FOUR PRESS TRAVELLING WITH THE VICE
PRESIDENT. ROOMS FOR TRAVELLING PARTY SHOULD BE ON THE
SAME FLOOR AND CONTIGUOUS TO THE VICE PRESIDENT'S ROOM.
SECRET SERVICE, PRESS AND OTHER GUEST ROOMS SHOULD BE ON
A SEPARATE FLOOR FROM THE SUITE. UNLESS OTHERWISE STATED
BELOW, ALL ROOMS REQUIRED BEGINNING JUNE 30.

C. INCLUDED IN ABOVE ARE FIVE ROOMS FOR STAFF ADVANCE
WHICH WILL BE NEEDED BEGINNING JUNE 22. ALSO INCLUDED ABOVE
ARE FOUR DOUBLE ROOMS FOR SECRET SERVICE ADVANCE WHICH WILL
BE NEEDED BEGINNING JUNE 22. SECRET SERVICE ADVANCE TEAM
REQUESTS 8 SINGLE ROOMS UNTIL ARRIVAL OF TRAVELLING PARTY
WHEN THEY WILL SHARE DOUBLE ROOMS. WHCA IS MAKING SEPARATE
ARRANGEMENTS FOR ROOMS.

D. IN ADDITION TO 8 DOUBLE ROOMS REQUESTED FOR SECRET
SERVICE AGENTS IN B ABOVE, 30 TO 35 ADDITIONAL AGENTS
WILL ARRIVE COMMERCIALY ON JUNE 29 AND WILL NEED DOUBLE
ROOMS. FOR LOGISTICAL REASONS, PREFER LODGE ENTIRE PARTY
IN ONE HOTEL, BUT IF KING DAVID CANNOT ACCOMMODATE ALL,
RESERVATIONS MAY BE MADE FOR THESE THIRTY TO THIRTY-FIVE
AGENTS ONLY AT OTHER HOTEL NEAREST KING DAVID.

E. VICE PRESIDENT PLANS TO INVITE SIX PROMINENT JEWISH
AMERICAN GUESTS WHO WILL TRAVEL WITH OFFICIAL PARTY. SIX
ROOMS (INCLUDED IN B TOTAL ABOVE) SHOULD BE RESERVED FOR
THEM ON SEPARATE FLOOR FROM VP SUITE AND CONTIGUOUS TO EACH
OTHER IF POSSIBLE.

F. THERE IS POSSIBILITY THAT AN ADDITIONAL SIX GUESTS WILL
BE INVITED AND WILL TRAVEL WITH OFFICIAL PARTY. IF THIS
MATERIALIZES THEY SHOULD BE ASSIGNED ROOMS ON SAME FLOOR
AS GUESTS NOTED IN E ABOVE. IF ADDITIONAL GUESTS INVITED,
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SIX FROM VP STAFF WILL TRAVEL VIA COMMERCIAL AIR, ARRIVING

JUNE 29. IN SUM, SIX ADDITIONAL ROOMS MAY BE REQUIRED. POST WILL BE ADVISED SOONEST WHEN FINAL DECISION IS MADE.

G. PREFERRED CONFIGURATION IS TO BE SET UP VP SUITE AT THE END OF A CORRIDOR. SUITE SHOULD INCLUDE A SITTING ROOM APPROPRIATE FOR HOSTING VISITORS AND TWO BEDROOMS. TRAVELING STAFF SLEEPING ROOMS SHOULD BE ADJACENT TO SUITE ALONG SAME HALLWAY. - -

H. ROOM ASSIGNMENTS SHOULD BE FINALIZED BY THE ADVANCE TEAM. PLEASE PROVIDE ROOM ASSIGNMENTS TO DEPT SLUGGED FOR

A/O EARLY AS POSSIBLE. BAGS WILL BE PREMARKED ON ARRIVAL.

I. MEMBERS OF PARTY ARE TO BE PRE-REGISTERED AND KEYS PLACED IN DOORS.

J. NO FLOWERS, BEVERAGES, ETC. (INCLUDING COMPLIMENTARY) ARE TO BE PROVIDED TO PARTY.

3. OFFICES, SUPPLIES AND EQUIPMENT FOR ACTUAL VISIT:

A. ALL OFFICE REQUIREMENTS WILL BE FINALIZED BY THE ADVANCE TEAM.

B. FOUR WORKING OFFICES WILL BE LOCATED ON SAME FLOOR AS SUITE, INCLUDING SECRET SERVICE COMMAND POST, VP STAFF OFFICE, NSC OFFICE, AND SUPPORT STAFF OFFICE. THESE SHOULD NOT BE ADJACENT TO SUITE.

C. VP STAFF OFFICE SHOULD INCLUDE EXTENSION TELEPHONE LINES ARRANGED BY WHCA, TWO DESKS, ONE IBM SELECTRIC TYPEWRITER AND OFFICE SUPPLIES.

D. NSC OFFICE (ADJACENT TO VP STAFF OFFICE) SHOULD INCLUDE LIMITED OFFICIAL USE
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EXTENSION TELEPHONE LINES (TO BE ARRANGED BY WHCA), TWO DESKS, ONE IBM SELECTRIC TYPEWRITER, OFFICE SUPPLIES AND COPYING FACILITIES.

E. SUPPORT STAFF OFFICE (ADJACENT TO NSC OFFICE) SHOULD INCLUDE EXTENSION TELEPHONE LINES, TWO DESKS, TWO IBM SELECTRIC TYPEWRITERS AND STANDS, ONE BEST AVAILABLE COPIER, OFFICE SUPPLIES, FORMS, EMBASSY PHONE BOOKS, DIPLOMATIC LISTS, ETC. OFFICE SHOULD BE STAFFED ON 24-HOUR BASIS BY ONE EMBASSY OFFICER AND ONE TOP-SECRET CLEARED SECRETARY. TWENTY-FOUR HOUR COURIER SERVICE WILL BE REQUIRED TO LINK THIS OFFICE WITH THE EMBASSY COMMUNICATIONS CENTER.

F. ABOVE OFFICES (3 C, D, AND E) SHOULD BE CO-LOCATED IN

SUCH A WAY AS TO PERMIT 24-HOUR COVERAGE OF THESE OFFICES BY ONE MARINE SECURITY GUARD.

G. AN EMBASSY VISITOR/INFORMATION CENTER SHOULD BE ESTABLISHED ON SEPARATE FLOOR FROM SUITE TO PROVIDE CURRENCY EXCHANGE, SALE OF SUNDRIES, WRAPPING FACILITIES, POSTAL SERVICES AND GENERAL INFORMATION. MOTOR POOL MAY BE OPERATED FROM THIS ROOM IF NOT OTHERWISE ARRANGED. EMBASSY CENTER MUST BE MANNED ON TWENTY-FOUR BASIS. CENTER SHOULD BE SEPARATE FROM ANY FACILITIES PROVIDED FOR ACCOMPANYING PRESS.

4. BAGGAGE AND LOGISTICS:

A. PLEASE PROVIDE ONE STATION WAGON REQUIRED FOR TRANSPORTING LUGGAGE OF VICE PRESIDENT (LUGGAGE WILL BE ESCORTED BY USSS AND OFF-LOADED FRONT RAMP OF AIRCRAFT).

B. ONE THREE QUARTER TON OR CARRYALL TYPE VAN UNDER MSG LIMITED OFFICIAL USE
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SURVEILLANCE FOR TRANSPORT OF CLASSIFIED MATERIALS. THERE WILL BE AN ESCORT OFFICER FROM THE AIRCRAFT TRAVELING WITH THE CLASSIFIED. SEE SEPTTEL FOR DETAILS ON SECURITY OF CLASSIFIED MATERIALS.

C. ONE CLOSED OR COVERED TWO AND ONE HALF TON TRUCK WITH HANG-UP FACILITIES FOR REMAINDER OF STAFF, AND TRAVELING PRESS LUGGAGE WITH EMBASSY AMERICAN OR LOCAL EMPLOYEE ESCORT. THERE WILL BE AN ESCORT OFFICER FROM THE PARTY TO ESCORT BAGGAGE.

5. GIFTS AND THANK YOU LETTERS:

A. THE VP PREFERS TO KEEP EXCHANGE OF PERSONAL GIFTS TO THE ABSOLUTE MINIMUM. PLEASE ADVISE IF POSSIBILITY EXISTS THAT PERSONAL GIFTS WILL BE PROFFERED AND BY WHOM.

B. IF NECESSARY, REQUEST EMBOFF BE DESIGNATED HANDLE GIFTS (HOST GOVERNMENT AND PRIVATE INDIVIDUALS) TO VP AND OFFICIAL PARTY. GIFT FORMS AND SPECIFIC DETAILS WILL BE PROVIDED UPON ARRIVAL. FOR SECURITY REASONS, GIFTS, FLOWERS, ETC., SHOULD NOT BE ACCEPTED BY HOTEL PERSONNEL, EMBASSY VISITOR/INFORMATION CENTER, VP SUITE OR AMB RESIDENCE. AN AREA FOR THIS FUNCTION SHOULD BE COORDINATED AND ARRANGED BETWEEN EMBASSY AND USSS ADVANCE.

C. REQUEST EMBOFF PREPARE BRIEF DRAFT THANK YOU LETTERS (FOR VP SIGNATURE) TO SENIOR HOST GOVERNMENT OFFICIALS AND OTHER PRIVATE INDIVIDUALS WHO HAVE PROVIDED SIGNIFICANT ASSISTANCE, HOSPITALITY, ETC. IN CONNECTION WITH VISIT.

DRAFT LETTERS SHOULD BE GIVEN TO PENNY MILLER UPON ARRIVAL.
LETTERS WILL BE COMPLETED BY VP STAFF, SIGNED AND RETURNED
TO ADMIN OFFICER PRIOR TO DEPARTURE.

6. IDENTIFICATION TAGS:

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A. DEPARTMENT POUCHING IDENTIFICATION CARDS TO BE WORN BY
POST PERSONNEL INVOLVED IN SUPPORTING VISIT.

B. THESE CARDS WILL PERMIT IDENTIFICATION OF EMBASSY PER-
SONNEL BUT WILL NOT RPT NOT GUARANTEE ACCESS TO SECURE
AREAS DURING VISIT.

C. GREEN CARDS TO BE WORN BY AMERICAN PERSONNEL. BEIGE
CARDS TO BE WORN BY NON-AMERICAN PERSONNEL.

8. ATTIRE:

A. REQUEST THAT YOU CONFIRM THAT BUSINESS SUIT WILL BE
APPROPRIATE ATTIRE FOR VICE PRESIDENT DURING ALL ACTIVI-
TIES, INCLUDING DINNERS. ALSO REQUEST INFORMATION ON
APPROPRIATE DRESS FOR MRS. MONDALE, PARTICULARLY FOR
DINNERS, OFFICIAL CALLS, ETC. ANY ADVICE FOR TRAVELLING
PARTY ON THIS GENERAL SUBJECT WILL BE APPRECIATED.

9. ADVANCE:

A. NAMES OF VICE PRESIDENT'S ADVANCE OFFICERS, THEIR
ITINERARIES, ETAS AND PASSPORT INFORMATION WILL BE PRO-
VIDED SOONEST.

B. LEAD ADVANCE OFFICER SPEAKS FOR VICE PRESIDENT, WILL
COORDINATE WITH AMBASSADOR AND VISIT CONTROL OFFICER, AND
WILL HAVE FINAL AUTHORITY ON ALL SCHEDULING AND OTHER
ARRANGEMENTS.

C. ADVANCE OFFICERS WILL BRING BIOGRAPHICAL INFORMATION
AND PHOTOGRAPHS OF VICE PRESIDENT AND MRS. MONDALE.
NEWSOM

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Message Attributes

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Handling Restrictions: n/a
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